

SPECIAL PUBLIC NOTICE

CY 2017

REQUEST FOR QUALIFICATIONS/PROPOSALS:

Purpose:

The following general requirements must be met in order for any firm to be considered to provide professional services covered by N.J.S.A. 44A-20.5 *et seq* with the City. The process is designed to find qualified service providers in an open and fair manner in order to have the most qualified service provider for the City.

Scope:

Any person or firms interested in providing professional services, as defined in the New Jersey Local Public Contracts Law and specifically N.J.S.A. 40: 11-2(6), to the City of South Amboy.

General Requirements:

1. The Request for Qualifications ("RFQ") shall be used to determine what companies, firms, or individuals offer the municipality the best opportunity to secure the highest quality professional services.
2. The Request for Proposals ("RFP") shall be used to determine whether the costs of fees proposed to provide the professional services are fair and reasonable, both in terms of the City's budgetary interests, the general market rate for the services, and the level of experience, breadth of services, reputation, and expertise of the professional.
3. Advertising of the RFQ/RFP will, at a minimum, include the City website and City official bulletin board, and filed with the Municipal Clerk at least ten (10) days prior to the submission deadline.
4. The RFQ shall list the minimum requirements of the service being sought. Where the Request for Qualifications lists separate experience requirements for the firms and for individuals, professionals in solo practice shall meet the experience requirements for a firm.
5. Submissions will be required on the date specified which shall be not less than ten (10) days following the advertisement of the RFQ.
6. All RFQs/RFPs will be delivered by mail or in person by applicants to the City Clerk in sealed envelopes with the name of the applicant and the specific RFQ noted on the outside of the envelope.

Requirements to Qualify

CITY OF SOUTH AMBOY 2017 REQUEST FOR QUALIFICATIONS SPECIAL TAX COUNSEL

Minimum Qualifications

Must be licensed to practice law in the state of New Jersey and appeal before all County, State and Federal Courts and administrative offices of the State of New Jersey for a period of not less than 15 years preceding appointment.

1. Must have minimum of 15 years' experience practicing before NJ Tax Court including appellate division and Supreme Court cases.
2. Must have extensive experience serving as special tax counsel to government entities including but not limited to municipalities, boards of taxation, and divisions of state government.
3. Must provide a list of all governmental entities served and also a list of all reported cases which attorney participated in, including appellate and Supreme Court cases.
4. Must have experience in school aid equalization ratio appeals.
5. Firm or individual must have practice which is primarily concentrated in the property tax field. Must be able to provide opinion letters on specific tax issues based on current substantive and procedural developments in this rapidly changing area of the law.

Attorney –Technical Specifications

The City of South Amboy and the office of the Tax Assessor desire to appoint a person or firm to provide specialized legal services for tax appeal representation. Responsibilities will be:

- To provide specialized advice, including opinion letters on specific property tax issues.
- He/She will also handle Middlesex County Tax Board appeals, trial, appellate and administrative litigation in matters involving nor related to local property and state taxation.
- He/She will regularly appear before the New Jersey Tax Court and the Appellate Division of the Supreme Court and the New Jersey Supreme Court as needed.
- He/She will have to be able to focus on substantive and procedural developments in these rapidly changing areas of the law.
- He/She will be capable of negotiating with Counsel, Appraisers and pro-se litigants.

- He/She shall have knowledge of long term exemption and abatement law and experience in drafting P.I.L.O.T. Agreements on behalf of the City.
- He/She will provide advice to the Tax Collector and issue opinions as needed, regarding liens, tax sales and foreclosures.

*This fair and open process proposal is for the Request for Qualification. Fee schedule is not required for this proposal. Fee schedule will be negotiated once the City selects the Special Tax Counsel.

The City of South Amboy reserves the right to choose more than one Special Tax Counsel, or to reject any and all proposals.

THE REQUIRED RFQ/RFP SUBMISSION FORMS **MUST** BE OBTAINED BY CONTACTING:

ANGEL ALBANESE, CFO
Phone: 732.525.5922
EMAIL TO albanesea@southamboynj.gov
Fax: 732.727.6139

DEADLINE FOR ALL SUBMISSIONS FOR THIS RFQ IS WEDNESDAY, DECEMBER 14th, 2016 AT 1PM. ALL SUBMISSIONS MUST INCLUDE ONE (1) ORIGINAL AND THREE (3) COPIES DELIVERED IN A SEALED ENVELOPE CLEARLY MARKED WITH THE NAME OF THE SUBMITTER AS WELL AS THE WORDS "SPECIAL TAX COUNSEL-" ON THE OUTSIDE OF THE ENVELOPE ADDRESSED TO:

**LAURA KEMBLE, ACTING CITY CLERK
CITY OF SOUTH AMBOY
140 NORTH BROADWAY
SOUTH AMBOY, NJ 08879**

The City of South Amboy retains the right to reject any and all submissions deemed unacceptable for any reason